



Chesham Preparatory School

POLICY FOR THE USE OF ELECTRONIC DEVICES IN THE EARLY YEARS FOUNDATION STAGE

Introduction

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal electronic devices including all electronic devices with imaging and sharing capabilities. This includes but is not limited to: mobile phones, iPads, watches and cameras. The scope of this policy includes the EYFS department and wherever Early Years are present.

Guidance on the use of mobile phones by teaching staff in the Early Years Foundation Stage (EYFS)

- Personal mobile phones, cameras and video recording equipment (including smart watches with image taking capabilities) cannot be used when in the presence of children.
- All mobile phones must be stored securely within the setting during contact time with children.
- In the case of a personal emergency, staff should use either the school telephone or they may use their mobile phone in the staffroom or any other area where children are not present. It is the responsibility of all staff to make families aware of the school telephone number.
- Personal calls may be made in non-contact time but not whilst any children are present.
- Personal mobiles phones, cameras or video recorders must not be used to record any activities in school. ONLY school equipment may be used.
- Photographs and recordings of children must only be transferred to and stored on a school computer if required for printing/school website etc.
- Mobile phones may be taken on outings or into areas of the school that do not have access to a landline. In these cases, they are often the only means of contact available and can be helpful in ensuring children are kept safe. Ideally staff should use school mobile phones in these circumstances, but, if necessary, in an emergency personal phones may be used.
- Members of staff may take their own mobile phones on outings for use in case of an emergency, but must not make or receive personal calls.

Parental use of electronic devices within the school buildings

The growth of hand-held mobile technology and interconnectivity has implications for the safety of children. Therefore, in order to reflect the school's policy on safeguarding and child protection, it is requested that parents do not use their mobile phones/cameras whilst on the school site, apart from under the circumstances as outlined below.

Parents must ensure that mobile phones/cameras are not on display (and switched off or on silent mode) whilst in the presence of children or in the EYFS buildings.

The school records images of children, both through moving pictures and stills, for assessment and reporting of progress. It also records images as a celebration of their activities. Some school performances are professionally recorded and these recordings are made available for parents to purchase. This is particularly useful in order to avoid the distraction of children while performing and disturbance within the audience.

Some parents may want to record their own images of their children at school events such as sports days. They are welcome to do so provided the events are outdoor and that these images are for personal use only (ie uploaded to any social media platform only viewable by friends and family) and therefore exempt from the Data Protection Act 1998. Audiences will be reminded of this at the start of each event, where practicable. Images with additional children present must not be shared on social networking sites or other web-based forums without parental permission since we regard this as 'making the image public'. Sharing these images or uploading them into a 'public space' is likely to be in breach of the Act.

Policy reviewed: September 2025

Next review: September 2026

Person responsible: The Head of Pre-Prep